

# Utah State FBLA-PBL Advisor Contract Agreement Evaluation 2008-09

Achievement Rating			
<b>1</b> = MAJOR improvement needed	<b>2</b> = MINOR improvement needed	<b>3</b> = GOOD	<b>4</b> = SUPERIOR

Using the Achievement Ratings listed above, circle the number that best describes the degree to which the advisor meets the quality indicators, which follow.

QUALITY INDICATORS	Rating
<b>1. ADMINISTRATION</b>	
<b>1.1 Provides overall administration and supervision of Utah FBLA-PBL activities.</b>	1 2 3 4
<b>1.2 Coordinates state awards program committee.</b>	1 2 3 4
<b>1.3 Coordinates with Assistant Advisor on financial matters.</b>	1 2 3 4
<b>1.4 Attends and prepares the agenda and reports for the advisory board meetings.</b>	1 2 3 4
<b>1.5 Submits a copy of all requested travel expenses to the board quarterly.</b> (Submits the updated information to the assistant advisor for the spreadsheet and bring copies of travel expenses that were submitted to BATC for reimbursement.)	1 2 3 4
<b>1.6 Attends the State CTSO Advisory Committee meetings.</b>	1 2 3 4
<b>1.7 Recruits, trains, organizes and supports FBLA-PBL advisors and chapters.</b>	1 2 3 4
<b>1.8 Recruits Advisory Board members on rotating basis.</b>	1 2 3 4
<b>1.9 Reports on State FBLA-PBL Advisor responsibilities to the State Business Specialist.</b>	1 2 3 4
COMMENTS:	
<b>2. INTERPERSONAL AND COMMUNICATION</b>	
<b>2.1 Works cooperatively with the state FBLA-PBL assistant advisor and State Business Specialist.</b>	1 2 3 4
<b>2.2 Communicates effectively with the state FBLA-PBL assistant advisor and State Business Specialist.</b>	1 2 3 4
<b>2.3 Demonstrates effective personal relationship and communication skills.</b>	1 2 3 4
<b>2.4 Acts as a helpful resource to FBLA-PBL students and advisors.</b>	1 2 3 4
<b>2.5 Communicates effectively with the FBLA-PBL advisory board.</b> (Copies board members on all correspondence with state officers and advisors.)	1 2 3 4
<b>2.6 Communicates information from nationals to the advisors, state FBLA-PBL administrative assistant and State Business Specialist.</b>	1 2 3 4
<b>2.7 Effectively communicates to chapters through website, emails and mailings.</b>	1 2 3 4
<b>2.8 Effectively communicates with state officers and state officer advisors.</b> (State officer advisors receive copies of all communication with state officers.)	1 2 3 4
<b>2.9 News Media coverage of FBLA-PBL activities and FBLA-PBL week well organized and provides positive awareness of FBLA-PBL.</b>	1 2 3 4

COMMENTS:	
<b>3. FALL LEADERSHIP CONFERENCE</b>	
<b>3.1 Arranges contracts for the Fall Leadership conference location.</b>	1 2 3 4
<b>3.2 Arranges contracts for the Fall Leadership conference speakers.</b>	1 2 3 4
<b>3.3 Provides overall supervision of Fall Leadership including advisor responsibilities and hotel supervision.</b>	1 2 3 4
<b>3.4 Prepares registration information to chapters in coordination with the state FBLA-PBL Advisors.</b>	1 2 3 4
<b>3.5 Coordinates and prepares packet information.</b>	1 2 3 4
<b>3.6 Supervises registration check in at the conference.</b>	1 2 3 4
<b>3.7 Plans and coordinates the advisors workshop(s) and arranges for presentations.</b> (Planning is based upon input from the board, the state advisors and state officer advisors.)	1 2 3 4
COMMENTS:	
<b>4. REGIONAL CONFERENCES</b>	
<b>4.1 Coordinates with area chair to provide regional conferences.</b>	1 2 3 4
<b>4.2 Attends regional conferences.</b>	1 2 3 4
COMMENTS:	
<b>5. STATE LEADERSHIP CONFERENCE</b>	
<b>5.1 Prepares contracts for the State Leadership Conference meeting location.</b>	1 2 3 4
<b>5.2 Prepares contracts for State Leadership Conference meeting speakers.</b>	1 2 3 4
<b>5.3 Provides overall coordination for the State Leadership Conference.</b>	1 2 3 4
<b>5.4 Is responsible for the registration table and packets at the convention.</b>	1 2 3 4
<b>5.5 Coordinates event competition room assignments with state advisors.</b>	1 2 3 4
<b>5.6 Supervises the recruitment, selection, and notification of competitive event judges and sees that all arrangements for their participation are made.</b> (Event rating sheets, judges packet, other event materials, parking, training, and refreshments.)	1 2 3 4
<b>5.7 Assigns event coordinators or administrators for each event.</b>	1 2 3 4
<b>5.8 Working through the State Awards Program Committee, orients judges and administrators to help make each event be successful and winner selection possible.</b> (Ensure needed resources for each event.)	1 2 3 4
<b>5.9 Supervises the preparation of all materials for each event.</b> (Includes pre-conference as well as on-site materials.)	1 2 3 4
<b>5.10 Coordinates the preparation of certificates for event participants, plus the certificates and plaques for each event winner.</b>	1 2 3 4

<b>5.11 Provides thank-you gifts for the judges and advisors.</b>	1 2 3 4
<b>5.12 Prepares certificates for event participants.</b>	1 2 3 4
<b>5.13 Supervises event competitions.</b>	1 2 3 4
<b>5.14 Prepares and prints the program for the State Conference.</b> (In coordination with the assistant advisor plans the program and makes room assignments.)	1 2 3 4
<b>5.15 Provides overall supervision of the State Conference including advisor responsibilities and hotel supervision.</b> (Clearly communicate expectations of each state officer advisor.)	1 2 3 4
<b>5.16 Provides orientation for state event winners regarding national convention.</b> (Prepares the information packet regarding the meeting, travel options and city information.)	1 2 3 4
<b>5.17 Supervises and coordinates evaluation of FBLA-PBL national program projects.</b>	1 2 3 4
COMMENTS:	
<b>6. NEW ADVISOR TRAINING</b>	
<b>6.1 Provides bi-annual training seminar for new advisors.</b>	1 2 3 4
<b>6.2 Orients and assists new advisors.</b>	1 2 3 4
COMMENTS:	
<b>7. NATIONAL CONFERENCE</b>	
<b>7.1 Contacts eligible state winners and determine participation in events based on national FBLA-PBL guidelines.</b>	1 2 3 4
<b>7.2 Submits event registrations to national FBLA-PBL.</b>	1 2 3 4
<b>7.3 Arranges for hotel, air and ground transportation for FBLA attendees.</b>	1 2 3 4
<b>7.4 Plans, organizes and coordinates the Utah state delegation at the conference.</b> (Communicates with the advisors/delegation upon arrival at the meeting expectations of conference, timelines, meetings, optional tours/activities, and hotel check out, travel to the airport, etc.)	1 2 3 4
<b>7.5 Provides overall supervision of the National Conference including advisor responsibilities and hotel supervision.</b> (Communicates with the advisors expectations of supervision, room checks, curfew, etc.)	1 2 3 4
<b>7.6 Supervises state officers during the National Conference.</b> (Clearly communicate expectations of each state officer during the enter conference—where they are to be and what they are responsible to be doing.)	1 2 3 4
<b>7.7 Coordinates and assists national officer candidate(s) and advisor(s).</b>	1 2 3 4
<b>7.8 Attends the national state advisor meetings.</b>	1 2 3 4
COMMENTS:	

<b>8. EVALUATION OF FBLA-PBL ACTIVITIES</b>	
<b>8.1 Collects teacher/ student feedback at major FBLA-PBL events.</b>	1 2 3 4
<b>8.2 Communicates feedback to FBLA-PBL Advisory Board, State FBLA-PBL Assistant Advisor and State Business Specialist.</b>	1 2 3 4
<b>8.3 Utilizes Feedback to help improve FBLA-PBL activities.</b>	1 2 3 4
COMMENTS:	